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Board of Trustees Meeting Minutes 1999-02-22

Bowling Green State University

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MINUTES
Board of Trustees
Bowling Green State University

February 22, 1999

Notice having been given in accordance with the Board of Trustees Bylaws, the following members met in the Assembly Room of McFall Center, Bowling Green Campus on February 22, 1999: Michael J. Marsh, Chair; Kermit Stroh, Vice Chair; Leon Bibb; David A. Bryan; Peter Fitz; Edward A. Ferkany; G. Ray Medlin, Jr; Valerie Newell; Sharon Cook and Kevin Konecny. Delbert L. Latta was not present.

Also present were President Sidney A. Ribeau; Deborah Magrum, Secretary to the Board; Henry Garrity for Veronica Gold, 1998-99 Faculty Representative to the Board; Kevin Hussey, 1998-99 Undergraduate Student Representative to the Board; Richard Hughes, 1998-99 Graduate Student Representative to the Board; Jay Samelak, 1998-99 Classified Staff Representative to the Board; J. Christopher Dalton, Senior Vice President for Finance; Edward G. Whipple, Vice President for Student Affairs; Gaylyn Finn, Treasurer; media representatives; and a number of observers.

Chair Marsh called the meeting to order at 3:50 p.m., the Board Secretary called the roll and announced that a quorum was present (eight trustees).

MINUTES

Motion was made by Mr. Stroh moved and Mr. Medlin seconded that the minutes of the meeting of January 25, 1999, be approved as written. The motion carried.

PRESIDENT'S REPORT

Dr. Ribeau commented that BGSU was hot right now in terms of increased enrollment, residence halls near capacity, increasing retention rates, and record number applications for fall 1999. Annual giving to the university is up 21% for the first seven months of 1998-99 and total giving is up 14.5% over the same period. He pointed out the success of the recent President's Day Open House, and that BGSU is becoming a campus of choice as indicated by visitations to campus, application numbers, and the buzz about BGSU on the street. He applauded the faculty and staff, and then called on Steve Richardson and Michael Walsh to talk about President's Day and retention.

Mr. Walsh stated that President's Day was a success. There were over 2,400 students on campus. He commented on the importance of an open house on a day when classes are in session and parents often off work. The key to the success of the event was that it was a university-wide effort and there was increased awareness through parents who came last year and spread the good word. Through the three open houses last year, BGSU attracted about 2,400 students; this year BGSU has attracted 3,800 students. Departments had open houses. All residence halls and 3 small living units were open for guests. Colleges set up tables in the Lenhart Ballroom. Over 150 volunteers helped direct the guests around campus. Food Services accommodated 6,400 guests. 91 classes were available to attend. Guests commented on the help students and staff provided. Mr. Walsh introduced Montique Cotton, who is an Admissions Counselor, and coordinated President's Day.

Dr. Richardson spoke about retention and focused his remarks on the question, "As we develop programs for first-year students, are they successful? Do they help students succeed?" Two ways to track this are through trends in grades and through the number of students still at the University halfway through the year. He directed Trustees to a graph that compared students' high school grades with retention rates, which reflected that students who did well their first semester, did not necessarily come to BGSU with high grades. He also stated that although grades dropped from high school, the drop was not as great by students in the student success programs.

Dr. Ribeau announced that the 1999 Presidential Leadership Series begins on Tuesday, February 23, 7:30 p.m. in 101 Olscamp Hall with Ed Reiter, Chairman of Sky Financial and that the State of the University Address is on Tuesday, March 2, at 10:00 a.m.

HUMAN RESOURCES/UNIVERSITY PROGRAMMING COMMITTEE

Mr. Stroh reported that the Human Resources/University Programming Committee met earlier that afternoon and reviewed three action items and heard two presentations.

Personnel Changes Since January 25, 1999 Meeting

No. 21-99 Mr. Stroh moved and Ms. Cook seconded that the Board of Trustees has reviewed and ratified the Personnel Changes since the January 25, 1999, meeting. The motion carried.

PERSONNEL CHANGES

ADMINISTRATIVE STAFF

January 25 through February 22, 1999

Provost and Academic Affairs

Name (last, first)	Position	Dept./College	Salary	Effective Dates
Tussing, Bridgette A.	Counselor, Undergrad. Student Services	College of Ed. & Human Dev.	\$26,768 FY	01/04/99 to 06/30/99
Zygmunt, Adam	Coordinator, MACCM Oper.	College of Musical Arts	\$24,260 (10 mos.)	12/31/98 to 05/28/99

Student Affairs

Luif, Jennifer L.	Production Mgr.	Student Publications	\$30,330 FY	01/11/99 to 06/30/99
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Univ. Advancement

Loar, Shannon K.	Coor., Donor Relations	Development Office	\$35,000 FY	01/05/99 to 06/30/99
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Changes in Assignment, Title, and/or Salary

Provost and Academic Affairs

Name (last, first)	Position	Dept/College	Salary	Effective Dates
Knuth, Paul	From: Interim Network Admin. To: Permanent Network Admin. (Promotion)	CBA Information Services	From: \$34,269 FY To: \$46,000 FY	12/21/98 to 06/30/99

Student Affairs

Bland, Celeste	From: Director, Student Support Services To: Assoc. Director, Student Support Svcs. (Change in Title only)	Multicultural & Academic Initiatives Ctr.	No Change	01/01/99 to 06/30/99
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Childs, Sidney	From: Assoc. Dir., Student Support Services To: Coord., Counseling for Student Support Svcs. (Change in Title only)	Multicultural & Academic Initiatives Ctr.	No Change	01/01/99 to 06/30/99
Shuford, Bettina	From: Program Asst., College Access Progs. To: Interim Dir., Student Support Services (Promotion)	Multicultural & Academic Initiatives Ctr.	From: \$30,400 FY To: \$45,000 FY	01/01/99 to 06/30/99
Dobek, Chris	From: Hall Director To: Interim Area Coordinator (Promotion)	Residence Life	From: \$21,408 FY To: \$23,667 FY	01/01/99 to 06/30/99

Contracts Concluded: Resignations

President

Name (last, first)	Position	Dept/College	Reason	Effective Date
Ferraro, Paul E.	Asst. Football Coach	Intercollegiate Athletics	Accepted Offer	01/12/99

Provost & Academic Affairs

Capan, Lisa A.	Multimedia Prod. Mgr.	Instructional Media Svcs., LLR	Personal Reasons	01/08/99
Boccanfuso, Anthony	Assoc. Provost, Research & Federal Regulations	Sponsored Programs & Research	Accepted Offer	01/20/99

Student Affairs

GyeNyame, Jahi	Asst. Director	Career Services	Relocating	02/01/99
Cramp, Catherine	Asst. Director	Recreational Sports	Relocating	01/20/99

Retirements

Student Affairs

Name (last, first)	Position	Dept/College	Retirement Plan	Effective Date
Crozier, Jean M.	Manager	Univ. Dining Services	PERS	01/31/99

PERSONNEL CHANGES

FULL-TIME FACULTY

January 25 through February 22, 1999

Changes in Assignment, Title, and/or Salary

Provost and Academic Affairs

Name (last, first)	Rank/Status	Dept/College	Change/Reason
Burke, Julie	Assoc. Professor Tenure	Interpersonal Comm., A&S	Appointed: Interim Dir, School of Comm. Studies. Salary: Converted to \$60,916 FY includes \$4,000 director stipend. Effective: 1/11/99
Green, Celia	Asst. Professor Probationary 1/7	Am. Culture Studies & Ethnic Studies, A&S	Promoted: from Instructor, terminal, to Ass Professor, 1/7, upon completion of Ph.D. Salary: increased from \$42,000 to \$43,000. Effective: 1/11/99
Melkote, Srinivas	Professor Tenure	Telecomm., A&S	Resigned: as Assoc. Dean, Graduate College; resumed faculty status. Salary: converted to \$52,855 AY. Effective: 12/31/98.
Rodgers, Michael	Professor Tenure	Chemistry, A&S	Resigned: as Chair of Chemistry; resume faculty status. Salary: \$122,524. Stipend: removed. Effective: 1/11/99.
Snaveley, Deanne	Professor Tenure	Chemistry, A&S	Resigned: as Assoc. Dean, College of A&S Appointed: Chair of Chemistry. Stipend: changed \$2,000 admin. stipend to \$3,000 chair stipend. Effective: 1/11/99.
Hyslop, David	Professor Emeritus Tenure	Business Ed., CBA	Appointed: Acting Chair, Dept. of Business Ed. Salary: \$4,500 spring semester. Effective: 1/11/99-5/19/99.
Parmer, Coleen	Assoc. Professor Tenure	Government Documents, LLR	Appointed: Interim Serials Coordinator. Stipend: \$1,500. Effective: 1/11/99-5/7/99.

Resignations

Provost and Academic Affairs

Name (last, first)	Rank/Status	Dept/College	Effective Date/Reason
Franklin, Michael	Assoc. Professor Tenure	School of Art, A&S	12/22/98: Accepted another offer

Proposed Amendments to the Academic Charter: Section B-II.B.10 re Adoption and Foster Care Leaves
No. 22-99

Mr. Stroh moved and Mr. Medlin seconded that the Board of Trustees approve the amendment to the Academic Charter, Section B-II.B.10, which adds a provision to the Faculty Leave Policy for adoption and foster care leaves. The motion carried.

Proposed addition to B.II.B:

10. ADOPTION AND FOSTER CARE LEAVES

A) FACULTY RIGHTS

ADOPTION AND FOSTER CARE ARE COMMON FAMILY CARE EVENTS THAT MAY REQUIRE A TEMPORARY INTERRUPTION IN THE WAY IN WHICH A FACULTY MEMBER HAS CONTRACTUAL RESPONSIBILITIES. A FACULTY MEMBER HAS THE RIGHT TO SECURE FREE TIME TO ATTEND TO EITHER ADOPTION OR FOSTER CARE EVENTS AND RELATED MEDICAL OR LEGAL CONDITION WITHOUT PREJUDICING THAT FACULTY MEMBER'S CHANCES FOR A SALARY INCREASE, PROMOTION, TENURE OR OTHER BENEFITS.

B) FACULTY OPTIONS

RELEASE TIME FOR A FACULTY MEMBER TO ATTEND TO EITHER ADOPTION OR FOSTER CARE EVENTS CAN BE ARRANGED WITH THE DEPARTMENT CHAIR OR DIRECTOR. THE FACULTY MEMBER MAY CHOOSE FROM AMONG THOSE LEAVE OPTIONS DELINEATED IN EITHER B.II.B.7, PREGNANCY LEAVE FOR BGSU FACULTY, OR B.II.B.9, THE FAMILY AND MEDICAL LEAVE ACT POLICY. IN CASE OF A FACULTY MEMBER, ADOPTION AND FOSTER CARE-RELATED TIME SHALL BE ARRANGED ON MUTUALLY ACCEPTABLE TERMS WITH THE EMPLOYEE'S IMMEDIATE SUPERVISOR. WHEN SUCH AGREEMENT IS NOT POSSIBLE, THE FACULTY MEMBER MAY USE SICK-LEAVE TIME TO ATTEND TO THE ADOPTION OR FOSTER CARE EVENT.

Chair Marsh noted that the proposed Charter amendments to Article IX about dean evaluations were tabled and referred back to Faculty Senate and the administration for further revision.

Reconfiguration Proposal from Business Education Department

Mr. Stroh called on Dean Sullivan to speak on the reconfiguration of the Business Education Department. Dr. Sullivan stated that the Business Education Department would be eliminated and the faculty transferred from the College of Business Administration to the College of Education and Human Development.

No. 23-99

Mr. Stroh moved and Mr. Medlin seconded that the Board of Trustees approve the attached Reconfiguration Proposal from the Department of Business Education which transfers that department from the College of Business Administration to the College of Education and Human Development and merges Business Education into the Department of Educational Curriculum and Instruction. The motion carried.

Excerpt from May 8, 1998, letter to Provost Middleton:

With the dramatic decline in the number of tenured and probationary faculty members in the Department of Business Education, from 8 tenured or probationary faculty in 1991 to 1 in 1998, the department has reduced its areas of responsibility. Last year, it recommended the elimination of the Administrative Management and Office Administration specializations of the BSBA, a change that was approved by the University. This year, it agreed to support the move of the Business Communications area to the Department of Legal Studies and International Business in the Fall of 19998. The remaining programs (undergraduate business education and marketing education majors and the graduate business education program) will best be housed in the College of Education and Human Development.

The proposed reconfiguration has taken into account the following criteria and accompanying explanations from the Academic Charter, Article XIV, Section A on "Academic Reconfiguration."

1. *Coherence and Consistency of Mission. The units should fit together as colleges or departments in a coherent fashion. The combination should allow the faculty to understand and work with each other's evaluation criteria. The mission of the newly created unit should be consistent with that of the University.*

The merger of BUSE with EDCI is a natural fit. Both areas involve faculty involved with the preparation of teachers. The undergraduate BUSE programs prepare new teachers for grades 4-12 just as EDCI programs prepare new teachers throughout the spectrum of teaching levels. The graduate level business education program involves technology just as does the masters of classroom technology program. Issues related to the teaching and learning process are at the heart of both fields. Certainly, common evaluation criteria can be created that will be understood by faculty from both areas. Further, the programs within BUSE are completely reflective of the EDHD College Mission.

2. *Effectiveness, efficiency. The unit should be cost effective. The structure of the unit should enhance opportunities for external funding. The size of the unit should be appropriate for its mission.*

The new unit will slightly increase the size of EDCI. BUSE has been collaborating with EDCI for the last couple years on grants and, as a result, BUSE has acquired several school-to-work and contextual teaching and learning grants from the Ohio School-to-Work Office and the U.S. Department of Education (in partnership with Ohio State University). These grants demonstrate how such collaboration can add to the strength of both areas in proposal writing and grant administration.

Also, the faculty size of BUSE will be one tenured faculty and one probationary faculty in 1998-99. Such a small size does not justify maintaining a department. This merger will, thus, result in a more cost-effective organizational structure.

3. *Societal Needs. The mission of the unit and the educational programs offered should meet the contemporary and future needs of society and the State of Ohio. There should be employment opportunities for graduates of the programs. Relationships with external agencies or groups should be established, or the opportunities for the establishment of such relationships should be evident. The nature and direction of the programs should be made clear.*

The schools of the nation, including Ohio, will continue to need new teachers and in greater quantities than ever. Data suggest a large turnover of teachers in the next ten years. In addition, new teacher licensure standards will require all teachers to eventually earn masters degrees. Tremendous opportunity for all of the programs in BUSE and EDCI exists. A merger of the two areas will improve the position of both areas to accommodate the increasing number of students interested in these teacher and graduate programs.

Further, since this merger may represent the only such unit in the state, such agencies as the Ohio Department of Education may see BGSU as a logical site for innovative, experimental research and program development in such areas as the integration of academic and vocational education, school-to-work, and tech prep. This should place BGSU in a positive position during RFP/proposal competition within the state and nation.

4. *Enhancement of Academic Quality. The reconfiguration should enhance the quality of the University's academic programs. Students' experience should be enriched. Unnecessary program duplication should be avoided.*

Both units will be better positioned to enhance the quality of its academic programs since faculty will be more likely to collaborate on instructional and research projects that will benefit students. Further, over time, duplication in both undergraduate and graduate programs may be reduced.

5. *Enhancement of Interdisciplinary. The reconfiguration should enlarge the potential for interdisciplinary programs and activities. Suggestions on how the reconfiguration might contribute to the development of such interdisciplinary programs and activities should be included in the proposal.*

The potential for interdisciplinary programs and activities will be enlarged as a result of this reconfiguration. This process has already begun as a result of externally-funded school-to-work and authentic/contextual teaching and learning projects underway jointly by the faculty of BUSE and EDCI. Other activities with similar potential include the integration of academic and vocational education and tech prep.

6. *Sense of Community. The reconfiguration should enhance the potential for enriching the sense of community within the University's faculty. The proposal should foster or enhance opportunities for faculty to work together, for faculty development, and for research collaboration in new areas.*

By having a unit in which faculty share similar interests (teacher education), the sense of community will be enhanced. As stated earlier, collaboration on projects has already begun among the faculty. Such projects should continue, be strengthened, and expand as a result of the reconfiguration.

7. *Realization of Academic and Intellectual Potential. The reconfiguration should be consistent with the longer-range trends in academic disciplines. The proposal should enhance the University's ability to maintain relevancy in terms of both the direction of each discipline and the needs of students.*

This reconfiguration will enhance the University's ability to not only maintain relevancy in terms of both the direction of the disciplines and the needs of students, but enable the University to be placed on the cutting edge in educational trends and initiatives such as school-to-work, tech prep, and authentic teaching and learning trends in schools throughout the country. Schools and teacher education are changing as these movements expand in the schools. The teacher education programs administered by BUSE and EDCI will be improved as a result of this merger.

Business Education Re-organization May 8, 1998

The undersigned agrees to the following terms to take effect for Fall Semester, 1998:

1. The discipline of Business Education at BGSU will transfer from the College of Business Administration (CBA) to the College of Education and Human Development (EDHD). The discipline will be defined as all programs, courses, student organizations, faculty, and resources within the current Department of Business Education except for the Administrative Management and Office Administration specializations within the BSBA program, the instructors teaching BA 203 Written Communications for Business, and the student organization, Phi Beta Lambda. The Business Communication faculty positions and responsibility for BA 203 will move to the Department of Legal Studies and International Business. Also, responsibility for the students in Administrative Management and Office Administration and these programs will transfer to the CBA Undergraduate Studies in Business.
2. The disciplines of Business Education will be a separate program area within the Department of Educational Curriculum and Instruction (EDCI) of EDHD and will have the same status as all other program areas of that Department.
3. Responsibility for the following programs will transfer to the Business Education program areas within EDCI.

Business Education major (Bachelor of Science in Education)
Marketing Education major (Bachelor of Science in Education)
Bookkeeping and Basic Business minor (undergraduate)

Sales minor (undergraduate)
Typing and Stenography (undergraduate)
Business Education (Masters of Education)

4. All courses with the prefix, BUSE (Business Education), will transfer to EDCI.
5. Responsibility for the following student organizations will transfer to the Business Education program area in EDCI:

Business Professionals of America
Delta Pi Epsilon
Pi Omega Pi
Student Marketing Education Association (Collegiate DECA)

Responsibility for Phi Beta Lambda will continue in CBA.

6. Robert Berns, Professor and Chair of the Department of Business Education and his faculty line will transfer to the Business Education program area in EDCI. Salary need to support this position will transfer from CBA to EDHD. This amount represents 75% of his AY salary. The remaining 25% will be provided to EDHD by the Provost so that the position will be 100% funded by EDHD.
7. The new assistant professor will be assigned to the Business Education program area in EDCI. The sources of funds to support this salary will be the funds acquired by CBA from Dennis Bauer's retirement and funds from the Provost. These salary funds will be permanently transferred to EDHD and will represent 100% of the funds necessary to support the salary of the position.
8. The amount of \$7200 will be permanently transferred from CBA to EDHD to support the salaries of part-time faculty for business education in the Fall of 1998.

For 1998-99 and 1999-2000, any funds needed to pay for salaries for part-time faculty for business education up to a maximum of \$6000 that is not available from grants or other sources will be transferred from CBA to EDHD.

For 2000-01, any funds needed to pay for salaries for part-time faculty for business education up to a maximum of \$1800 that is not available from grants or other sources will be transferred from CBA to EDHD.

9. Funds from the Graduate College to support graduate assistantship position salaries in Business Education will transfer to the Business Education program area in EDCI. The level of support will be the amount indicated by Lou Katzner in his memorandum of March 19, 1998 (i.e. \$46,009 for 1998-99). All Business Education graduate assistants will be assigned to the Business Education graduate coordinator.
10. A tenured or probationary faculty member in Business Education will serve as program area coordinator and graduate coordinator for the Business Education program area in EDCI. The program area coordinator/graduate coordinator will have a load assignment that will be consistent with policies of EDCI. Potential stipends for the position will be in line with stipends assumed in similar positions in EDCI.
11. The prefix, BUSE (Business Education), will continue for all courses in the discipline. Business Education will continue to be included as a separate section in the University's undergraduate and graduate catalogs.
12. The secretarial II position in the Department of Business Education will transfer to the Business Education program area in EDCI and will be assigned exclusively to the Business Education program

area. The Business Education program area coordinator will serve as supervisor for this secretary. Necessary funds to support that salary will be transferred from CBA to EDHD.

13. Upon the transfer of Business Education to EDHD, the services of the CBA Word Processing Center will no longer be available to the faculty or staff of Business Education. However, the program area will be provided similar services by the Word Processing Center in EDHD. It is understood that services by the EDHD Word Processing Center will be provided in accordance with the policies and procedures of EDHD, the EDHD Word Processing Center, and EDCI.
14. The Business Education program area will be permitted to continue to use the photocopiers and FAX machines in the CBA Word Processing Center as long as Business Education offices are located in the BA Building. The program area will be billed regularly for charges incurred by program area faculty and staff.
15. The following address will continue to be used by the Business Education program area:

Business Education
Bowling Green State University
Bowling Green, OH 43403

Business Education mail will continue to be sent to the CBA Dean's Office. Business Education will continue to have a sufficiently-sized bin with the bins of the departments of the CBA.
16. The instructional load for probationary and tenured faculty in the Business Education program area will be the same as the load for faculty in EDCI. For Fall 1999 scheduling purposes, the current EDCI policies regarding instructional load for faculty will be applied.
17. Dennis Bauer will be assigned to teach classes for the Business Education program area in EDCI for the remainder of his SRP.
18. The Business Education program area will have separate operating budget and account. All carry-over funds in the current Department of Business Education operating account 073-0900, will transfer to that Business Education program area account. The program area coordinator of the Business Education program area will serve as the budget administrator for this account. Once the policies and procedures are established for the new EDHD structure (schools and divisions), this clause will be reviewed by the Dean of EDHD, the new sub-unit chair, and the Business Education program area coordinator.
19. Funds will permanently transfer from CBA to EDHD for the operating budget in the amount of \$3,100.
20. The agreement regarding space and furnishings appears in Attachment B.
21. The plan for transferring computer-related equipment and networking appear in Attachment C.
22. All equipment purchased by the Department of Business Education will be transferred to the Business Education program area in EDCI. This equipment includes a photocopy machine, two laptop computers, four printers (including one acquired through a grant), an overhead projector, flip charts, etc.
23. All supplies owned by the Department of Business Education will be transferred to the Business Education program area in EDCI.
24. The display case and bulletin board currently outside BA 242 will be moved, at the expense of the Business Education program area, to the wall next to BA 289 (western side of BA 289). The Business Education program area will maintain control of this display case and bulletin board.

25. The BGSU Foundation accounts in the area of Business Education other than GUT121 (Guthrie Endowment in Consumer Economics) will be transferred to the Business Education program area in EDCI. The program area coordinator will be responsible for these accounts. Current accounts are:

BUS214 Business Education Custodial Account
POL321 Robert Poland Endowment
GUT221 Guthrie Endowment Scholarship/Business Education

The GUT121 Guthrie Endowment in Consumer Economics account will be managed by the Dean of the College of Business Administration.

26. All contracts and grants currently managed by Robert Berns will be transferred to EDHD and will continue to be managed by Robert Berns.
27. Classrooms for Business Education courses will be assigned in the Business Administration Building or, when necessary, in other buildings. CBA courses will have priority in the BA Building. Business Education may request from Registration and Records that Business Education courses are to be scheduled in second priority in the BA Building. The CBA will support such a request. Classes that cannot be scheduled in the BA Building will be scheduled in the Education Building whenever possible. The EDHD will support the policy that Business Education enjoy the same level of priority as all other program areas, departments, divisions, and schools of the College of Education and Human Development in scheduling classes in the Education Building.
28. The agreement entitled, "Second Floor Rooms in the Business Administration Annex," signed by F.E. Williams (January 27, 1995), Inge Klopping (January 25, 1995), and Robert Berns (January 25, 1995) will no longer be in effect beginning Fall semester 1998. However, Business Education may continue to schedule classes and workshops in the CBA labs in accordance with CBA rules, procedures, and policies for fall semesters, spring semesters, and summer sessions. In the process, the CBA classes will receive priority with Business Education classes receiving the next level of priority.

Business Education classes will be scheduled in EDHD computer labs in accordance with EDHD policies and procedures with the understanding that classes in the EDHD classroom/technology program and AMID classes will have priority over Business Education classes in the PC lab.

From Fall 1998 through Spring 2000, Business Education graduate assistants will be assigned to CBA Information Services for 20 hours per week if sufficient graduate assistants are available as determined by the Business Education program area coordinator. Beginning Fall 2000, Business Education graduate assistants will be assigned to CBA Information Services for 10 hours per week if sufficient graduate assistants are available as determined by the Business Education program area coordinator.

No Business Education graduate assistants will be assigned to CBA Information Services during semesters in which Business Education classes are not scheduled in CBA computer labs.

29. Instructional fees collected for Business Education classes held in CBA computer labs will be directed to an appropriate CBA account. Instructional fees collected for Business Education classes held in other computer labs on campus will be directed to the operating budget of the Business Education program area in EDCI.
30. Other computer-related agreements appear in Attachment C.
31. A summary of resource implications appears in Attachment D.

Attachment B Space and Furnishings

The goal is for the offices and other building space of the Business Education program area to move to the Education Building. The Business Education program area personnel will agree to move to the Education Building when space becomes available. However, since space is not available to accommodate the program area for 1998-99 or for the next few years, offices and other buildings space for the Business Education program area will be made available in the Business Administration building.

1. The offices and room assignments in this agreement for the program area coordinator, program area secretary and office, the new assistant professor, and one storage/work room will remain in effect until such time as:
 - a. the program area moves to the Education Building or
 - b. room changes are made that are approved by the Business Education program area coordinator or
 - c. unforeseen circumstances require room changes. Changes will be made in keeping with the need for Business Education to have offices with close proximity to each other and as close to the Education Building as possible

Room assignments follow:

BA 289	program area coordinator	BA 285	new assistant professor
BA 287	program secretary and offices	BA 284	storage/work room

2. The offices and other building space for storage/materials, graduate assistants (instructional and non-instructional), one additional full-time personnel (may be on an administrative contract, lecturer or instructional contract), part-time faculty, and SRP faculty may be changed to other locations in the BA Building as deemed necessary by the appropriate CBA Associate Dean. The one additional full-time personnel office will be made available only during years when such a position exists.

Room assignments for Fall, 1998 through Summer, 1999 follow. Assignments for the following years may vary.

BA 281	full-time personnel (administrative, lecturer, or instructor)
BA 250	graduate assistants or part-time faculty
BA 248	graduate assistants or part-time faculty
BA 246	part-time and SRP faculty
BA 240	storage/materials room

3. The program area coordinator will meet with the appropriate Associate Deans of the two colleges every two years to revisit the space needs of the Business Education program area. The College of Education and Human Development will include Business Education in future planning regarding space in the Education Building. Additional space needs of the Business Education program area in the future will be considered by the Deans of CBA and EDHD in light of the space needs of those Colleges and Business Education.
4. All CBA building and office policies and procedures will apply. No renovations for the assigned rooms will be undertaken unless permission is granted by the appropriate CBA Associate Dean.
5. The assigned offices will be furnished by CBA with two or three standard faculty office shelving/filing units and one or two desks; such furnishings remain under the control of CBA.

The following furnishings are to remain in the rooms vacated by the program area:

the secretary's wooden desk, L, credenza, and one secretary's chair in BA 242
all wooden file cabinets
the chair's wooden, credenza, and one in BA 242A
the bookshelf unit on the eastern wall in BA 242A
the sofa, two visitors chairs, table upon which the lamp sits, and lamp in BA 242A
the table and chairs in BA 2005A

All other furniture will be considered property of the Business Education program area including, but not limited to, the chairs not listed above in BA 242 and BA 242A, the other wooden desk in BA 242, etc.

The recycling/trash containers outside BA 289 will be removed from that hallway. A searing bench will be proved outside BA 289 on the wall across from the elevator.

6. Rooms will be vacated and moves made according to the following schedule:
 - a. For rooms to be continued as assigned Business Education space, the program area coordinator will determine the schedule for moving. The continued assignments are BA 289, 287, 285, 281, 250, 248, 246, and 240.
 - b. For offices vacated by Business Education, the following schedule applies:

BA 283	to be vacated by August 10
BA 279	to be vacated by August 10
BA 278	to be vacated by May 15
BA 276	to be vacated by Business Education part-time faculty May 15
BA 242	entire office suite to be vacated by August 10
BA 209	graduate assistant to vacate by May 15
BAA 2005A	to be vacated by July 1
 - c. The CBA will vacate BA 284 for use by the Business Education program by May 15.
7. BA conference and meeting rooms (currently rooms BA 280, BA 372, BAA 3000, and BAA 4000) and the student lounge area may be reserved by the Business Education program for meetings or activities per CBA procedures and reservations.

Attachment C **Computer-related Issues**

1. Computer systems currently used by Robert Berns, Dennis Bauer, and Marsha Olivarez will remain available for their use until the individual is no longer in the unit, or the university, EDHD, EDCI, or Business Education replaces the computer systems. At that time, the computers will revert back to CBA.
2. A new computer system will be made available to the newly-hired Business Education faculty member per University policies.
3. A computer system will be made available to full-time Business Education grants administrative, lecturer, or instructor pending funding of such a position. If the position does not continue or the computer system is replaced, the system will revert back to CBA. Replacement or upgrading of the computer system is the responsibility of EDHD, EDCI, or Business Education.

4. Software including Windows 95, Microsoft Office, WordPerfect 6.1 or higher, and all existing software, at the highest level provided to appropriate faculty, graduate assistants, and staff, will be maintained or placed on all of these computers and monitors by EDHD.
5. The Assistant Dean for Information Services, CBA, will work with the EDHD's network administrator during Summer 1998 to transfer Business Education's network services as well as hardware and software technical support to EDHD.

Attachment D Resources

Faculty and Staff

Purpose	Amount	Source
Faculty line (Berns)	\$67,206	CBA and Provost
New Asst. Professor, tenure-track (Bauer Replacement)	41,500	CBA and Provost
Secretary	29,462	CBA
Part-time faculty	see item 8 of the assignment	CBA
Bauer (SRP) -1998-99 and 199-2000	32,428 (45% of 72,063)	University
GA's	46,009	Graduate College

Operating Budget

Operating	3,100	CBA
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Grants

Project	Amount	Funding Agency
Special Services in Marketing Education	1997-98: 144,959.52 5,500.00	Ohio Dept. of Education
NW Ohio Regional Vocational Education Personnel Development Center	1997-98: \$190,229.00 1998-99: \$50,000.00	Ohio Dept. of Education
SUED Ohio School-to-work Preservice Teacher Education	Oct. 1, 1997-Sept. 30, 1998: \$117,500.00	Ohio State University (sponsored by SUED, OBOR, ODE, and Ohio Dept. of Employment Services)
Contextual Teaching and Learning	Oct. 1, 1997-Sept. 30, 1998: \$155,061.00	U.S. Department of Education (sub-contract from Ohio State University)

Training Center

Mr. Stroh called on Dr. Suzanne Crawford to speak about the Training Center. Dr. Crawford reported that this Center has been in operation for two years and then introduced Darlene Whipple, Director of the Training Center. Ms. Whipple outlined the objectives of the Center, which are to coordinate, customize, create, cooperate, and co-partner. The Center has been in operation since January 1, 1998, and provides training for external and internal constituents. The Center has CD-ROM's, videos, and off-the-shelf training and development to accommodate different learning styles. The Center is attempting to get a \$100,000 grant from the Small Business Administration for the creation of a Business Information Center. The Small Business Development Center (SBDC), with Pat Fligor as Director, landed a grant through the Small Business Association and Ohio Department of Development in October, which relocated the SBDC to the Training Center at BGSU. While the SBDC serves Wood County, the Training Center presently serves all of Northwest Ohio. Trainers are faculty from various departments, and employees from some businesses. They act as a broker to match customers with the appropriate university

assistance. The goals of the Center are to fulfill the fifth institutional priority -- professional training and development for all faculty and staff, to enhance the organization's effectiveness both internally and externally, to broker the best at BGSU and to establish a working relationship between faculty and industry.

Mr. Stroh concluded his report by noting that the Committee also heard an update on student welfare and safety issues.

FINANCIAL AFFAIRS/FACILITIES COMMITTEE

Mr. Bryan reported that the Financial Affairs/Facilities Committee met earlier that afternoon and reviewed one action item and three discussion items.

Proposed Renovation to Offenhauer West Tower

Mr. Bryan reminded the Board of the three main projects laid out by President Ribeau last year: the Student Union, the Technology Infrastructure, and upgrading the residence halls. The Offenhauer West project is the first of the residence hall upgrades. The improvements are mostly non-structural items to bring the hall up to standard. The proposal is to spend \$2.2 million to begin those renovations with the understanding that BGSU would issue bonds to reimburse itself.

No. 24-99 Mr. Bryan moved and Mr. Bibb seconded that the President or his designee is authorized to proceed with the project to renovate the Offenhauer West Tower, at an estimated cost of \$2,266,670.00, as described in the attached materials.

The Board Secretary conducted a roll call vote with the following results: Voting "yes" - Mr. Bibb, Mr. Bryan, Ms. Cook, Mr. Ferkany, Mr. Marsh, Mr. Medlin, Ms. Newell, Mr. Stroh. The motion was approved with eight affirmative votes.

Offenhauer Residence Hall
Renovation of West Tower
May 10, 1999 through August 2, 1999

Residence Floors 2 - 10

Carpet Corridors	\$54,000
Carpet Residence Rooms	200,000
Paint Corridors	24,000
Paint Stairways	9,100
Paint Resident Rooms	76,000
Paint Corridor Ceilings	10,800
Paint Resident Room Ceilings	34,250
Replace Doors and Lock Sets	166,000
Renovate Lounges (Eliminate sink and provide space	46,800
Provide eight Accessible Resident Rooms	17,600
Modify Windows - Rescuer	25,200
Replace Plumbing Trim in Restrooms	150,000
New Copper Plumbing Risers for Domestic Water	54,740
Corridor Corner Protection	14,400
Resident Room Lighting Upgrade	60,000
Corridor Lighting Upgrade	30,000
Resident Room Furniture (desk, desk chair, dresser, wardrobe, hutch, loftable bed)	616,000

Subtotal \$1,588,800

First Floor

Carpet Corridors and Public Areas	\$7,300
Paint Corridors and Public Areas	3,700
Enclose Stair Exits	41,800
Replace Galvanized Domestic Water Lines w/Copper	17,200
Separate Domestic Water From Fire Pump - New	45,000
Domestic Pump	

Subtotal \$115,000

Building Issues Issues

Addressable Fire Alarm System	\$275,000
Replace Exterior Lights	17,280
Install Pedestrian Pole Lights	<u>17,500</u>

Subtotal \$309,780

Total Construction Costs

Architectural and Engineering Fees	\$2,013,670
Contingency	\$128,000
	<u>\$125,000</u>

TOTAL PROJECT COSTS

\$2,266,670

Mr. Bryan reviewed the three discussion items that the committee addressed: Status of State-funded Capital Improvements, University Union Update, and Debt Service. The heating plant will begin testing equipment in April and the old plant will come down shortly thereafter. The Committee saw a model and design for the final elevation of the University Union. The completion date is scheduled for Fall 2001. Dr. Dalton presented information on outstanding debt, which is helpful in estimating future cash flows.

OTHER ITEMS

Sponsored Grants and Contracts Awarded: January 1999

No. 25-99

Mr. Marsh moved and Mr. Medlin seconded that grants and/or contracts in the amount of \$835,196, for the month of January 1999, be accepted and expenditures applicable thereto in that amount be authorized. The motion carried.

GRANTS AND CONTRACTS AWARDED

For Month Ending: January 31, 1999

I. RESEARCH

A. State Sponsored

(No Activity)

B. Privately Sponsored

HPER	P. Allison	OH Assoc. HPER & Dance	\$2,350.00
Biology	G. Bullerjahn	Joseph & Marie Scedel Fdn.	70,200.00
COMS/Tech. Sys.	J. Sinn	Cooper Eng. Prod. Seal. Plant	10,850.00
Tech. Co-op	B. Piersol	Elec. Manf. & Coll. Wndng.	12,500.00

Psychology	S. Highhouse	Brush Wellman Cast Shop	<u>43,700.00</u>
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TOTAL PRIVATELY SPONSORED	\$139,600.00
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C. Federally Sponsored

Biology	H. Michaels	US EPA	\$289,178.00
History	K. Kiple	DHHS	20,020.00
Chemistry	D. Neckers	Office of Naval Res.	<u>80,710.00</u>

TOTAL FEDERALLY SPONSORED	\$389,908.00
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TOTAL RESEARCH	\$529,508.00
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II. INSTRUCTION

Special Education	J. Stewart	United Way of Greater Toledo	<u>\$2,573.00</u>
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III. PUBLIC SERVICE			
Psychology	K. Pargament	St. Anthony's Villa	\$5,000.00
HPER	J. Parks	St. Charles Hospital	6,445.00
HPER	J. Parks	Toledo Welltrack	4,992.00
WBGU-TV	Fitzgerald/Sexton	CPB	<u>21,616.00</u>
TOTAL PUBLIC SERVICE			\$38,053.00
TOTAL SPECIAL CONTRACTS AND GRANTS			<u>\$570,134.00</u>
IV. FINANCIAL AID			
FASE	C. McRobert	USDE	\$65,076.00
FASE	C. McRoberts	OH Student Aid Commission	101,599.00
FASE	C. McRoberts	OH Student Aid Commission	36,763.00
FASE	C. McRoberts	USDE	52,796.00
FASE	C. McRoberts	OH Student Aid Commission	<u>8,828.00</u>
TOTAL FINANCIAL AID			265,062.00
TOTAL ALL GRANTS AND CONTRACTS			<u>\$835,196.00</u>

REPORTS - CONSTITUENT REPRESENTATIVES

Undergraduate Student Representative - Kevin Hussey

Mr. Hussey stated that USG passed a new constitution, which is currently under review by Vice President Whipple. The new constitution moves a lot of responsibility to the 44 members of the Senate. The Senate will now elect its own head to run the meetings. The executive, therefore, will be completely separate from the Senate. Elections are scheduled to occur on March 22-23.

Graduate Student Representatives - Richard Hughes

Mr. Hughes updated the Board on recent action taken by the Graduate Student Senate. He reported that GSS has developed a set of Classroom Conduct Guidelines to serve as an optional tool for Teaching Assistants and other instructors to aid in classroom management. It is the Senate's hope that such guidelines will create and maintain a more civil and open environment for the free exchange of ideas.

Classified Staff Representative - Jay Samelak

Mr. Samelak announced that Classified Staff Council is sponsoring a Scholarship Endowment Raffle. The raffle is designed to raise money for the scholarship, and the drawing will be held in conjunction with Spirit Day, and the 20th anniversary of Classified Staff Council. Classified Staff is attempting to raise \$7,500 for the scholarship endowment as part of the University's Family Campaign.

The Classified Staff has shown support for Governor Taft's "OhioReads" Campaign, through a resolution adopted by CSC at its February meeting. This program is designed to help students read and pass their proficiency tests.

Mr. Samelak referred the Board to two articles. One discusses part-time employees and the benefits employees give up when they move to part-time. A survey has been sent out to classified staff to assess how BGSU is employing its part-time people and how BGSU can meet the needs of these employees. Results of this survey will be discussed next month. The other article discusses compensation and performance. The classified staff salary compensation committee will meet on Friday to assess the results of its survey and forward these findings to the President, Provost and to the Board of Trustees.

He concluded by praising the success of the President's Day Open House.

Faculty Representative - Henry Garrity

Mr. Garrity reported that the Faculty Senate has recommended approval of a reconfiguration proposal for the College of Education and Human Development and a Charter amendment on faculty welfare. The President and Senate Executive Committee have recently approved elimination of two committees-the Telecommunications Advisory Committee and the Computing Council-to be replaced by one committee, the Information Technology Committee. The purpose of the new committee is to provide input from and feedback to all of the constituent groups and members of the BGSU community.

The Faculty Senate is currently considering the following: resolution to establish a fall semester break, new academic honesty policy, changes to the unsatisfactory progress policy, removal of the academic forgiveness policy from the catalog, a Charter amendment in the harassment policy, a resolution in support of Governor Taft's initiatives, and 1999-2000 salary recommendations. He expressed thanks to the Board for its prompt attention to the foster care leave amendment and the reconfiguration of the Business Education Department.

ADJOURNMENT

The meeting was adjourned at 4:40 p.m.